

LIST OF SUBJECTS

1. Creation, continuation, upgradation, downgradation, abolition and redesignation of posts in the Department including Export Promotion offices at ports.
2. Budget of the Ministry and its Divisions at ports.
3. Creation and continuance of posts in the Office of Director General of Foreign Trade and its subordinate offices.
4. Budget of the Office of DGFT and its subordinate offices.
5. All establishment matters (other than those relating to Gazetted Officers) concerning the office of DGFT and its subordinate offices.
6. All questions relating to the C.G.H.S. and Central Secretariat Library membership.
7. Reservation in service for members of Scheduled Castes and Scheduled Tribes.
8. Monetary allotments for the supply of Government of India publications.
9. Warrant of Precedence -Ceremonials.
10. Translation of Documents in Foreign and Indian Regional Languages.
11. General and Miscellaneous orders on establishment and other matters from other Ministries for circulation etc.
12. General reports and returns to other Ministries/Offices etc.
13. Work relating to Departmental Council of the Department of Commerce.
14. Establishment of Machinery for Joint consultation and Compulsory Arbitration.
15. Work relating to Pay Commission.
16. Coordination work relating to establishment matters to the extent this does not specifically stand allocated to Sections in the Establishment Division.
17. Refixation of the authorised permanent strength of the various decentralised graded of CCS/CSCS/CSSS in the cadre of the Department.
18. Introduction of selection grades of LDCs/Stenographers in the Department including DGFT.
19. Liaison work relating to reservation of physically handicapped in services in respect of Ministry proper and its attached/subordinate offices and coordination with the Ministry of Social Welfare.
20. Group Insurance Scheme for Central Govt. Employees-Relevant statistics about the operation of the Scheme will be furnished by the attached/subordinate offices to the Ministry of Finance etc. direct on the basis of the circulars issued by E-III

Sections but where any Coordinated action is necessary the same will be taken by E-III Section.

21. Divisional head of E-III Section will deal with other Ministries, and would act as the Ministries inter-face in respect of matters connected with the reservation for physically handicapped as well as recruitment of minorities in services, resettlement of ex-servicemen and representation of SCs and STs in services.
22. Establishment work of Group 'D' staff of the Department e.g., maintenance of service books, grant of leave and increments to them, verification of their services, postings, transfers, appointments, verification of their character and antecedents etc.
23. Miscellaneous matters regarding Group 'D' Staff e.g. C.G.H.S. cards, medical examination, grant of Q.P. Certificates, children education allowance etc. (excluding provision of liveries to Group 'D' staff which will be done by General Section.
24. Verification of services of Group 'D' staff.
25. Work relating to pension, gratuity etc. relating to Group 'D' staff.
26. Maintenance of Communal Roster relating to Group 'D' staff.
27. Preparation of daily wages bills etc. in respect of daily waged messengers.
28. Work relating to Group Insurance Scheme for Central Government Group 'D' employees.